



CAMPSBOURNE PRIMARY SCHOOL

MINUTES OF THE GOVERNING BODY MEETING
Held on Thursday 13 July 2023 at 6.30pm at the School

Position	Name	Initial	Term End Date
LA Governor	Emily Arkell	EA	20/09/2025
Parent Governors	Jude Fransman*	JF	23/11/2023
	Burcu Keser	BK	22/11/2026
Staff Governor	Jade Springer Best	JSB	06/10/2023
Co-opted Governors	Ayça Onkal*	AO	09/06/2025
	Duwan Farquharson	DF	10/07/2026
	Rani Tebbit	RT	12/12/2026
	Laura Lewis-Williams	LLW	10/07/2026
	Anita Jakhu*	AJ	22/09/2024
	Alex Heywood - Chair	AH	22/09/2024
	Vacant		
Headteacher	Jonathan Smith	HT	Ex officio
Associate Members	Natasha Crabbe	NC	17/11/2024
	Gemma Hall	GH	05/07/2025

* Asterisk denotes apologies

- Donates absence

Also in attendance:

Glenn Barnfield, Cover Clerk to Governing Body (Haringey Education Partnership)

Part 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 The Chair welcomed everyone to the meeting.
1.2 Apologies for absence had been received from JF, AO and AJ.

2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 No declarations of interest were made in relation to any item on the agenda.

3. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

- 3.1 The Minutes of the full Governing Body meeting held on 28th March 2023 were **AGREED** as an accurate record for the Chair to sign and for school to retain on file, pending suggested amendments by AJ.

4. ACTIONS LIST

- 4.1 Action arising from 28th March 2023:

Item No	Action	Assigned to
5.1	Parental Engagement and Communication item to the Curriculum & Standards committee. UPDATE - Completed	Clerk
5.1	Check the link with school cloud relating to the link re parent meetings in person or not. UPDATE - Completed	HT
6.2	Commit to look at the EDI reporting lines and not be a committee as has parents' involvement. UPDATE - To include as part of ongoing Governor Review	HT/Chair
7.2	Provide Staff absence figures with long term absence numbers taken out. UPDATE - To be included from next FGB meeting.	HT

5 BUDGET 23/24

5.1 To be discussed under item 9 as part of Resources and Premises update.

6. HEADTEACHER'S ITEMS

Ofsted

6.1 The Headteacher informed the FGB that he was pleased with the Ofsted report that had been issued.

Headteacher's Report

6.2 The following information was highlighted:

- a. The Term dates for 2023/24 were outlined – these were in line with the dates set by the Local Authority.
- b. Pupil roll numbers were positive with a full reception for 2023/24.
- c. An overview of staff changes was provided. It was noted that the high cost of local rental prices was difficult for some staff and could impact on recruitment.
- d. An overview of staff sickness was provided. The high Support Staff sickness was because we there were some staff members off on long term sick.
- e. The Headteacher was updating the Science curriculum. In response to a query, he informed that he was doing this as the Science Lead did not have the capacity.
- f. New PE and Computing schemes were to be introduced.
- g. The possibility of developing links with schools in countries linked to units taught at the School (e.g. South America and Rainforest Unit) was being explored.
- h. E-Safety included sharing the Keeping Children Safe in Education 2023 with all new providers.
Responding to a question, the Headteacher noted that this had also been shared with existing providers. He also assured that the School was ensuring it was compliant with Filtering and Monitoring Standards. It was asked that the School share if it found any concerning matters in monitoring e-safety to satisfy itself that the School was responding appropriately. The Headteacher noted that it was possible to buy a programme to assist monitoring internet usage but that teachers were integral in ensuring students were safe when using the School's computer hardware.
- i. Building works would resume on 10 July 2023 and were scheduled to be completed by end of December 2023. **Responding** to a question, the Headteacher confirmed that fixing the fence would be a priority and noted this would be a significant piece of work.
- j. An overview of Assessment data was provided. The Headteacher was pleased with the positive results with much of the data outperforming national averages and he would be sharing the results with parents in due course. The FGB welcomed the data and asked that their thanks be passed on to the staff for their work in supporting the students to achieve the excellent results. In the future, it was asked that the data report include a key; the Headteacher agreed to action this (**ACTION: Headteacher**).

6.3 The Headteacher noted that a parent had emailed stating their child did not need to receive free school meals but would like to continue paying for them. He therefore proposed that the School gave parents the option to pay for school meals and to say that this money would go towards funding trips and workshops. The FGB **AGREED** to support the Headteacher's proposal.

6.4 Capital Expenditure proposals were set out in the report. **Responding** to a question on the staff computers, the Headteacher noted that these were old and would no longer be supported by key software if not updated – potentially putting the School at risk of cyber-attacks.

6.5 The FGB **AGREED** the proposed capital expenditures on the ICT Suite, Staff Computers, Infant Play Surface and Gym totalling £20,590 (however, the Headteacher expected this figure to reduce pending further quotes to be received).

- 6.6 The Headteacher noted that Turn It On had a plan of all the School's computer hardware and RAG rated those most in need of replacement (all covered under the proposed capital expenditure at 6.4). The Headteacher would include the Turn It On Computer Audit at the next meeting (**ACTION: Headteacher**).
- 6.7 The FGB raised concern that there could be a high number of outstanding payments for trips on Scopay. As the system did not send routine reminders, it was possible that these could be missed for a significant period. The Headteacher would follow this up and ask that any outstanding payments be chased (**ACTION: Headteacher**).
- 6.8 There was a **question** on the progress of the Staff Governor Elections and the Headteacher responded that there was a contested election currently taking place. The new Governor would be in place for the first meeting of the FGB in 2023/24.

7. CHAIR'S ITEMS

- 7.1 Review of Governance - The Chair updated on the ongoing Review of Governance at Campsbourne Primary School by an experienced professional. She highlighted that the review would take place over several months (potentially up to six months) and was free.
- 7.2 Following FGB agreement, the Chair would arrange for Governors who had not already contributed their views to be interviewed; this could be in person or virtually.
- 7.3 It was expected that the Review would include: one-to-ones with Governors; work with the Chairs' of the FGB and Committees; and meeting observations. The Chair would enquire if a summary of the Review could be provided (**ACTION: Chair**).
- 7.4 Governor Plan for 2023/24 – The Chair invited the FGB to review the latest iteration on Governors Hub.
- 7.5 The Chair noted that more work would be done on the Governors Timeline for 2023/24 and added that there may be more meetings of the Curriculum and Standards Committee added. The Headteacher would review the dates proposed to ensure they aligned to the School's calendar (**ACTION: Headteacher**).
- 7.6 **Responding** to a question on link roles, the Chair responded that she aimed to have the Link Governor roles for 2023/24 finalised by the end of August and asked that Governors think about the link roles they would be interested in taking on in the next academic year. Further, the Link Governor roles were linked to the School's SDP. Link Governor Role allocations would be agreed at the next meeting on 28 September 2023.
- 7.7 The Chair informed that two new key roles had been added for oversight of Communications and Recruitment, Development and Retention of Governors.
- 7.8 **The FGB AGREED** the FGB meeting dates as set out in the Governance Plan for 2023/24, pending any changes by the Headteacher following a review of the School's calendar.
- 7.9 Separately, the Headteacher would review the cost implication of clerking for the 2023/24 meetings and update the FGB in due course (**ACTION: Headteacher**).

8. POLICIES

- 8.1 Prior to agreeing the *Statement of Behaviour Principles*, the FGB asked that the Curriculum and Standards Committee review this to ensure that it was consistent with the Anchor Approach Relationships and Behaviour Policy (**ACTION: CSC**).
- 8.2 It was **asked** how many Early Career Teacher's were employed at the School. The Headteacher responded that there were three and he was satisfied with their performance and progress to date.

- 8.3. The FGB praised School's Behaviour Policy and it was suggested that this be flagged to all parents. The Headteacher noted that this could be uploaded onto the School's website and parents referred to this in his September 2023 newsletter.
- 8.4 On the Asbestos Management Plan, it was **asked** how often the School checked for asbestos. As stated in the Plan, there was a 6-monthly visual check by the site officer who would escalate any concerns to the Headteacher. The last visual check was on 5 April 2023.
- 8.5 The Headteacher spoke to the new policy - Anchor Approach Relationships and Behaviour Policy – and the ways in which this was aimed to support students struggling. The FGB welcomed the use of the Anchor Approach and looked forward to seeing its impact.

8.5 **The FGB received and AGREED the Statutory Policy - Early Career Teacher Policy (Spring 2023)**

8.6 **The FGB received and NOTED the following policies:**

- Anchor Approach Relationships and Behaviour Policy (Summer 2023) New Policy (Info Only)
- Anti-Bullying Policy (Summer 2023) (Minor Changes removing reference to Stonewall)
- Assessment for Learning Policy (Summer 2023) (Minor Changes – Info Only)
- Fasting Policy (Summer 2023) (No Changes – Info Only)
- Feedback Policy (Summer 2023) (Minor Changes – Info Only)
- Home School Agreement (Spring 2023) (No Changes – Info Only)
- Learning Observation Policy (Summer 2023) (Minor Changes – Info Only)
- Managing Allegations against Other Children (Spring 2023) (No Changes – Info Only) Missing Children and Collection Policy (Summer 2023) (No Changes – Info Only)
- Placement of Children outside their Chronological Year Group (Summer 2023) (No Changes – Info Only)
- Statutory Policy - Early Years Policy (Spring 2023) (Minor Changes – Info Only)
- Statutory Policy - Relationship and Sex Education Policy (Summer 2023) (No Changes – Info Only)
- Teaching and Learning Policy (Summer 2023) (Significant Changes – Info Only)
- Transition Policy (Summer 2023) (Minor Changes – Info Only)
- Statutory Policy - Children with Health Needs Who Cannot Attend School (Spring 2023) (No Changes FYI)
- Asbestos Management Plan (Summer 2023) (No Changes – Info Only)
- CPD Policy (Summer 2023) (Minor Changes – Info Only)
- Letting School Premises Policy (Summer23) (Minor Changes re new safeguarding info – Info Only)
- Pool Safety Operating Procedure (Summer 2023) (Minor Changes – Info Only)
- Sickness Absence Management Procedure (Summer 2023) (No Changes – Info Only)
- Statutory Policy - Charges Policy (Spring 2023) (No Changes – Info Only)
- Statutory Policy - Complaints Policy (Spring 2023) (No Changes – Info Only)
- Statutory Policy - Governors Allowance Policy (Spring 2023) (No Changes – Info Only)
- Statutory Policy - Grievance Procedure Final (Summer 2023) (No Changes – Info Only)
- Whistleblowing Policy (Spring 2023) (No Changes – Info Only)

9. **COMMITTEE UPDATES – Standing Item**

9.1 **RESOURCES & PREMISES – 18 May 2023**

- 9.2 The R&P Committee Chair, DF, updated on key items discussed at the meeting, as set out in the minutes:
- The School was in a budget deficit (potentially up to £40k) and there were no available options to balance the budget ahead of 2023/24. Therefore, the Committee had agreed to ask the Local Authority to support the School with a licensed deficit. Early discussions with the Local Authority had been positive

and the Headteacher was reviewing the next steps, pending FGB approval. **The FGB AGREED for the School to pursue a licensed deficit.**

- A detailed business case on how the School planned to make savings and repayments would be prepared and shared with the FGB in due course.
- An update on the next quarter had recently been completed and would be shared with the FGB once available.

9.3 CURRICULUM & STANDARDS – 10 May 2023

9.4 The C&S Committee Chair, AJ, updated on the following key items discussed at the meeting, as set out in the minutes:

- An update on SEND had been provided. The School had 25 students with EHCPs (significantly higher than the national average).
- Management of parent expectations remained a challenge for the School and it was **suggested** that the School share this with parents when contacted about a student having potential SEN.
- An update on behaviour was also provided.

10. HEALTH AND SAFETY - Standing item

10.1 Nothing to report.

11. GOVERNOR VISITS - Standing item

11.1 To be removed as Standing Item from FGB agenda (**ACTION: Chair / Clerk**).

12. GOVERNOR TRAINING - Standing item

12.1 The Chair reminded all to attend relevant training and to update the training schedule. Governors were invited to sign up to the safeguarding training session in September 2023.

12.2 The FGB agreed to input all additional training into HEP ([Link to Governor Hub Training Record](#)).

13. DATE AND TIME OF NEXT MEETING

13.1 The GB agreed the next meeting of the FGB will take place on 28 September 2023.

14. ANY OTHER BUSINESS

14.1 In **response** to a question on the Safeguarding Summer 2023 report and the number of mental health concerns in infants and juniors, the Headteacher agreed to add an Autumn, Spring and Summer to the column for 'Referrals and Incidents' so that the FGB could monitor any changes (**ACTION: Headteacher**).

14.2 Lastly, the Chair informed that the Clerk to the FGB had resigned. The Headteacher would liaise with Haringey Education Partnership to source a new permanent clerk ahead of the 2023/24 academic year.

There being no further Part 1 business, this section of the meeting closed.

ACTION LIST

Item No	Action	Assigned to
6.2 J	Assessment Data to include a Key	HT
6.6	To share the Turn It On Computer Audit	HT
6.7	To follow up on any potential outstanding payments on Scopay	HT

7.3	To enquire if a short summary of the Review of Governance can be provided upon its conclusion	Chair
7.5	To review FGB meetings / Committee meetings for 2023/24 against the School calendar	HT
7.9	To review the cost implication of clerking for the 2023/24 meetings and update the FGB in due course	HT
8.1	CSC to review the <i>Statement of Behaviour Principles</i> to ensure it is consistent with the Anchor Approach Relationships and Behaviour Policy	CSC
11.1	To remove Governor Visits as Standing Item on FGB agenda	Chair / HT
14.1	To add an Autumn, Spring and Summer to the column for 'Referrals and Incidents' in the Safeguarding Report	HT

I, Chair of Campsbourne Primary School FGB, approve these minutes as an accurate representation of the meeting.

SIGNED

Laura Lewis-Williams

DATE 28-9-23

LAURA LEWIS-WILLIAMS, CHAIR OF THE GOVERNING BODY